

INSTRUCTIONS FOR COMPLETING THE ELECTRONIC CONTRACT FORMS

1. The two contract forms are available for filling out electronically or printing a blank copy from the City's Attorney's website: <http://www.ci.lincoln.ne.us/city/attorn/index.htm>
2. The forms* are in Adobe Portable Document Format (PDF). They can be opened in Adobe Reader (versions 4.0, 5.1, or 6.0 - preferably 6.0) The Adobe Reader 6.0 version can be downloaded from the following website:
<http://www.adobe.com/products/acrobat/readermain.html>

* Adobe Reader 4.0 doesn't tab from field to field across pages, but scrolling to the page and clicking the field seems to work OK. In addition, the multi-line fields don't reduce the font size as additional lines are added; however, they still allow multiple lines. Adobe Reader 5.1 is more stable and allows tabbing across pages and adjusts the font size as needed. Adobe Reader 6.0 should work as designed.

*The forms can be opened up in the full Adobe Acrobat Professional or Standard version, however, they are security protected so no changes can be made. If your contract requires any deviation from the form outside of what will be attached as the Proposal (Appendix A) or the Project Schedule (Appendix B), please contact the City Attorney's Office.

3. Click in the first form field for Architect/Engineer Name. Use the tab key to move to the next form field.

Holding your cursor over the form field will prompt for the information required to be filled in.

The following fields must be filled in:

| Field | Engineering Services | Construction Design Services |
|--|----------------------|------------------------------|
| Architect/Engineer Name - Business Name | Page 1 | Page1 |
| State of Incorporation | Page 1 | Page 1 |
| Address | Page 1 | Page 1 |
| Telephone Number | Page 1 | Page 1 |
| Fax Number | Page 1 | Page 1 |
| Federal EIN / SS Number | Page 1 | Page 1 |
| Project / Spec # | Page 1 | Page 1 |
| Scope of Services: | Pages 1-2 | Pages 1-2 |
| Please note that all services are checked by default. If a particular service does <u>not</u> apply to this contract, click on the box to remove the checkmark. * Include number of copies/meetings in the Engineering Services Contract. | | |
| Percent of Cost for Fixed Fee | Page 2 | Page2 |
| City Representative | Page 4 | Page 5 |
| Architect/Engineer Representative | Page 4 | Page 5 |
| Title of Architect Engineer | Page 7 | Page 8 |

4. When you have completed filling in the information, the form can be printed and forwarded to the City, in triplicate, for processing.